

**Minutes of the January 12, 1998 Meeting Of
THE WINTERVILLE LIBRARY BOARD
Winterville, Georgia**

The members of the board of the Winterville Library met in regular session Monday, January 12, 1998, at 7:00PM at the Library. In attendance were: Don Bower, Mary Quinn, Martha Beach, Laurie Tweedell, Denise Lockamy, Sarah Brantley, Laura Carter, Branch Consultant, Athens Regional, and Frances Lester, Librarian.

Denise Lockamy, acting as Chairman until a new chairperson is elected, called the meeting to order. Minutes of the previous meeting were distributed to all members and were approved with one change to the paragraph under "New Business" regarding the Library Survey. A welcome was extended to Sarah Brantley, new member of the Board.

Report from Branch Consultant, Ms. Carter:

Ms. Carter advised the Board that a new assistant, Blake Sharpton, had been hired. She distributed the DFCS income/expense statement, information regarding a January 31 Heritage Foundation event, and a list of Athens-Clarke County Library January events. Friends of the ACC Library have scheduled a Book Sale for March 4-7.

A surge suppressor for recently donated computers was purchased with proceeds from the Winterville Library's 1997 Book Sale held during the annual Marigold Festival.

Report from Athens-Clarke Board Liaison, Ms. Lockamy:

Denise's term on the Winterville Board ended December 31. Don Bower is replacing her on the ACC Board to fill the remaining year of her current five-year term as liaison. The Winterville City Council is scheduled to approve his appointment at their regular monthly meeting, Tuesday, January 13, 1998.

Laura Tambrallo has been requested by City Council to fill the Winterville Board seat vacated by Denise, and her appointment should be approved as soon as her completed application is returned to the City Clerk. ~~Don Bower begins a second 3-year term in January 1998.~~

Old Business:

Used books are being stored at the depot until the next book sale.

Discussion was held regarding the need to anticipate the end of August when DFCS funds are likely to run out.

A long range planning session is scheduled for Tuesday, March 24th, at 7:00PM at the Library.

Athens Sports Medicine may donate a used copier, and Frances is working to coordinate it's repair and delivery to the Library. A new typewriter is needed as the old one has died.

New Business:

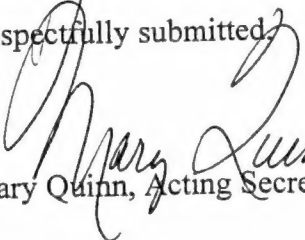
The following individuals were elected to serve as officers of the Board for 1998:

Don Bower, Chairman
Laurie Tweedell, Vice-Chairman
Martha Beach, Secretary

The next Board meeting is scheduled for April 13, 1998.

There being no further business, the meeting was adjourned

Respectfully submitted,



Mary Quinn, Acting Secretary

Attachments:

October 13, 1997 Minutes, Corrected
DFCS Income/Expense Statement
Heritage Foundation Program
ACC Library January Events

Rec'd 1/14/97

WINTERVILLE LIBRARY GRANT
Services/Expenses handled through Athens Regional Library
Financial Report
November 11, 1997

September Income:

99 children x \$4.00 = \$ 396.00

September Expenses/billings:

Two way VHS tape rewinder	\$ 12.99
4 Head VCR with Universal remote	149.99
New magazine subscriptions	<u>190.79</u>

Materials & Equipment expense \$ 353.77

Frances D. Lester (6 hours @ \$6.65 per hour)	\$ 39.90
Nicole Wentworth (13.75 hours @ \$5.50 per hour)	<u>75.63</u>
	\$ 115.53
FICA/Medicare (Employer portion 7.65%)	<u>8.84</u>

Total Personnel Expense \$ 124.37

Total expense \$ 478.14

September Balance \$ - 82.14

October Income:

141 children x \$4.00 = \$ 564.00

October Expenses/billings:

Frances D. Lester (10.5 hours @ \$6.65/hour)	\$ 69.83
Nicole Wentworth (54.75 hours @ \$5.50/hour)	<u>301.13</u>
	\$ 370.96
FICA/Medicare (Employer portion 7.65%)	<u>28.38</u>

Total expense \$ 399.34

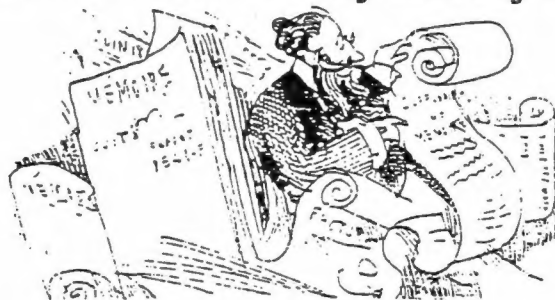
October Balance \$ 164.66

Balance to 10/31/97 \$ 82.52

Digging Through Your Old Family Treasures

Co-sponsored by the Athens-Clarke Heritage Foundation and the
Athens-Clarke County Library Heritage Room

January 31, 1998 9:00 am - 3:00 pm
in The Athens-Clarke County Library Auditorium



9:00 - 9:30 pm

Registration

9:30 - 9:45 am

Welcome, Introductions, and Overview

9:45 - 10:45 am

W. Robert Nix, Ph.D. - Identification of Photographic Images and
Early Photographers Working in Athens, GA.

10:45 - 11:05 am

Break

11:05 - 12:05 pm

Henry Ramsey - Recognizing Value: Old Books, Documents, and Papers

12:05 - 1:30 pm

Lunch on your own

1:30 - 2:45 pm

Linda Aaron - Taking Care of Old Papers and Photographic Images

2:45 - 3:00 pm

Wrap Up

There will be time with each speaker for questions. You may bring one item for a consultation with the speakers. For more information, please call The Athens-Clarke County Library Heritage Room at (706) 613-3650, ext. 350.

Registration is required. Pre-Registration is recommended. The registration fee of \$10 includes handouts and morning break. Please fill out registration form below and make checks payable to A-CHF (Athens-Clarke Heritage Foundation) and turn in to the Heritage Room Desk at the Library or mail to: A-CHF, Fire Hall #2, 489 Prince Avenue, Athens, GA 30601

Digging Through Your Old Family Treasures

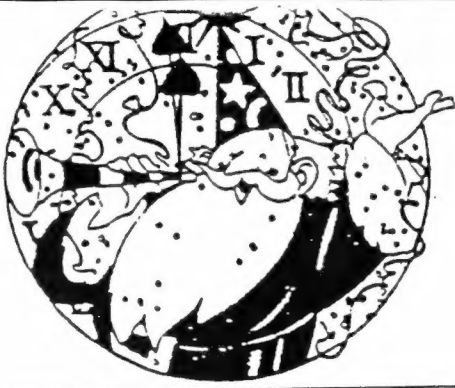
Registration Form for January 31, 1998 9:00 am - 3:00 pm

Name _____

Address _____

Phone _____

How many in your party? _____



Athens-Clarke County Library January Events

2025 Baxter Street, Athens, Georgia 30606. All events are free and open to the public unless otherwise noted. This schedule is tentative and subject to change. Call (706) 613-3650 for more information.

Starting January 15

Poster Arts Competition - Through an award by the Grassroots Arts Program, the Athens-Clarke County Library is pleased to announce a poster competition in preparation for *Simcha: A Joyous Arts Celebration*, which includes Center of Puppetry Arts workshops and performances of "Jewish Folktales," four book discussions on the works of Israeli authors, and a children's art exhibit. Poster art should depict some element of Israeli or Jewish culture. Please come by the Library for specific poster guidelines and for more information after January 15.

Saturday, January 17 10:00 am

Saturday Storytime - Repeat of Toddler/Preschool Storytime for working parents and their children. One session for ages 2 - 5. Two picturebooks, puppets leading fingerplay rhymes, action rhymes, songs, video and coloring sheet. 35 - 45 minutes. In Storyroom.

Sunday, January 18 3:00 pm

Author Lecture with Dr. Charles Hudson, a professor with the UGA Anthropology Department. Hudson will be discussing his new book, Knights of Spain, Warriors of the Sun: Hernando De Soto and the South's Ancient Chiefdoms. He will be available to sign copies of the book (\$34.95) after the program. You can purchase the book at The Library Store. This is an open meeting of the Athens Historical Society and will be held in the Auditorium.

Monday, January 19

Library Closed in honor of Dr. Martin Luther King, Jr.

Wednesday, January 21 10:30 - 12:00 noon

Talking About Books - Adult Book Discussion Group. Paula by Isabel Allende. In the Small Conference Room.

Monday, January 26 7:00 pm

Organizational meeting of the Monday evening Adult Book Discussion Group. In the Small Conference Room. You're invited to share your thoughts and ideas about this upcoming monthly feature.

Monday, January 26 7:30 pm

Bedtime Stories with Jackie Elsner & guest, Paul McLendon. Lively participation stories for adults and kids together. Will close with Goodnight Moon. In Storyroom.

Tuesday, January 27 12:15 pm

Brown Bag Lunch on Winter Gardening with Stuart Cofer of Cofer's Home and Garden Showplace. Cofer, a Georgia Green Industry Certified Plant Professional, will discuss tips for your winter garden. You are welcome to bring a lunch to this 45-minute program. In the Small Conference Room.

Tuesday, January 27 6:30 - 8:30 pm

ESL Tutor Training. Call 613-3650, ext. 354 for more information. In the Small Conference Room.

Thursday, January 29 Please Call For Time

Stringed Instrument Workshop Day - Julia Bullard of the UGA School of Music brings music education students to demonstrate and instruct children ages 6 - 10 about stringed instruments. A general session in the Auditorium will be followed by smaller, break-out sessions in the Storyroom and Children's Area. Please phone in advance to register at 613-3650, ext. 314.

Saturday, January 31 9 am - 3 pm

Digging Through Your Old Family Treasures, co-sponsored by the Athens-Clarke County Library's Heritage Room and the Athens-Clarke Heritage Foundation. Dr. Robert Nix of the UGA Art Department will cover identification of old photographic images. Henry Ramsey, Antique Book Specialist, will talk about the value of old documents and books. Linda Aaron, an Archivist at the UGA Hargrett Library, will explain how to take care of old family treasures. This program is open to the public, but pre-registration at the library is required. There is a \$10.00 registration fee payable to the Athens-Clarke Heritage Foundation. In the Auditorium.

Exhibits

The Quilting Guild will display their work in the Young Adult and Browsing Areas.
Jean Gibson of The Athens Art Association will display her work outside of The Learning Center.
Jason Maddox will showcase his vintage lunchbox collection outside of The Heritage Room.

WINTERVILLE LIBRARY BOARD MEETING AGENDA

July 14, 1997

Call to order

Minutes of April 14, 1997 meeting

Welcome new member and Librarian

Report from Laura Carter

Report from Athens- Clarke Board Liason

Unfinished Business

- DFCS

- Budget requests

- Book storage(again)

- Book sale

- School posters

New Business

- Long Term planning

- New position

- Board absences

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Winterville, Georgia**

The members of the board of the Winterville Library met in regular session Monday, July 14, 1997, at 7:00PM at the Library. In attendance were: Denise Lockamy, Mary Quinn, Martha Beach, Laurie Tweedell, Don Bower, Laura Carter, Branch Consultant, Athens Regional, and Frances Lester, Librarian.

The Chairman called the meeting to order and welcomed new board member, Don Bower, and new Librarian, Frances Lester. Minutes of the previous meeting were distributed to all members and approved without change.

Report from Branch Consultant, Ms. Carter:

Board members were provided a memorandum (copy attached) regarding several issues including confirmation of a balance of \$1,488.41 in a gift account. Agreement was reached that future "gift" checks would be photocopied upon receipt and the copy retained in the Winterville Branch to facilitate better record-keeping of the gift funds. Laura recommended that the board consider expending some gift funds for materials and/or equipment. Please refer to the memorandum for details regarding the \$10,000 received from DFCS earmarked for after-school and summer activities for children and young adults. Laura got additional bookends from the Bogart branch and is continuing to work on obtaining study carrels.

The board reviewed items from the June 18 called council meeting, minutes of which are being revised for presentation at the August council meeting.

Laura distributed the current Circulation Report (Attachment 2) and an invoice itemizing periodicals subscribed to for the Winterville Branch.

Report from Athens-Clarke Board Liaison, Ms. Lockamy:

Denise had no additional items to report from the regional system. Their meeting is Tuesday, July 15th.

Old Business:

No applications have been received for the assistant's position. Laura advised the board to propose an alternative plan to present to the City Council suggesting upgrading the assistant position to 15 hours per week at a cost of approximately \$4,300.00. Board members are encouraged to seek volunteer help for all hours the library is open. Denise will advise board members of the schedule for City Council meeting so board members can plan to attend.

Denise agreed to ask fire department to check smoke detector placement to insure they are placed as appropriately as possible. She will also ask the City Clerk and Paul Bunce about temporary storage space for used books, and Laurie and Mary agreed to help move the books to whatever location could be obtained.

Laura will ask the Library's new PR Specialist, Stacey Overstreet, to design the school poster.

Mary reported that \$168.10 was earned at the Marigold Used Book Sale. She will deliver it to the City Clerk for safekeeping in the City's safe along with the Library's existing petty cash fund.

New Business:

Due to the late hour, Mary moved that long term planning discussions be deferred until the next board meeting. Laurie seconded and the board agreed.

Don offered to donate a clock to the Library, and Mary will ask Billy Bowman if the school board has discarded pull-down screens the Library might have. She'll also ask Billy about posting the Library's hours on signs in front of the schools during the summer as well as on the Civitan sign in Winterville. Laurie advised the board she was getting the Library's front steps covered.

Motion was made and seconded to request Mildred Felton's resignation from the board due to absences from more than three meetings. Denise informed the board that Mildred had offered to resign, and following discussion, the board voted unanimously to request that she do so. Mary agreed to advise the City Clerk to have the Council find a suitable replacement.

The next Board meeting is scheduled for October 13, 1997.

There being no further business, the meeting was adjourned

Respectfully submitted,

Mary Quinn
Mary Quinn, Secretary

Attachments:

Agenda

Attachment 1 - L. Carter Memorandum

Attachment 2 - Fiscal Year Circulation Figures

TO: Winterville Library Advisory Board
FROM: Laura W. Carter, branch liaison
RE: REPORT/UPDATE
DATE: July 14, 1997

OLD BUSINESS:

Judy Atwood, Head of the Materials Services Team, and I finally got together. According to Judy, the Winterville Library officially has a balance in their gift account of \$1,488.41. Although the Winterville Advisory Board had voted in January to use some of this money to buy the two gift books in Memory of Grace Collier from this fund; these weren't charged to this fund so you got to keep that money. I will keep a record (and hopefully Frances will also) of funds received as gifts and what is charged against those funds. Hopefully, by keeping good records of what is coming in and what is going out, we can correct any future mistakes.

GRANT UPDATE: (Outcome of called meeting on June 18 with Winterville City Council, Winterville Library Board, Laura Carter, and Kathryn (Kathie) Ames.)

Agreed to fund 3 planning hours per week for Branch Manager out of grant funds until January 1998 when City will pick up funding for the additional 3 hours. These planning hours are not additional hours for the library to be open. These are hours for the Manager to use in planning, running errands to get supplies for programs, etc. (City Council did agree to fund \$6700 for Winterville's FY 1998 for the Branch Manager position.)

I think Winterville City Council will fund one computer and printer; Kathie indicated that she would try to locate a donated 486 PC from a source that she had just heard about. We could load the 486 with basic word processing software. Athens Reg. Lib. System is supposed to come up with the specs on the other computer and printer.

I have contacted the source for the Royston Library's free copy machine and have no real idea that it will pay off, but I also have received permission from Kathie to start begging from business. (Any suggestions????)

From the old Bogart Branch Library we will be getting a child size 48" round table with 5 chairs, a picture book table (approx. 79 " long and 35" wide) with a bench for each side, 5 child size stacking chairs and 15-18 good metal bookends.

We will also get 4 carrels from the childrens' area at Main. This will need some electrical work as this is one that is wired directly into the floor.

Athens is to try to find a VCR and a used TV monitor. Kathie will also provide from SPLOST (over and above the SPLOST funds already allocated to Winterville) an additional \$200 to purchase educational videos and another \$250 toward the purchase of software for the computers.

Jay Staines and Mary Quinn talked and agreed to a part-time assistant for 10.5 hours per week to be paid \$5.50 per hour. We have had no applications at Main. (We may have to go back to Winterville City Council and ask them for more hours as this does not allow for much overlap with the Branch Manager and the Assistant.)

As far as I can determine, the only periodical that we subscribe to in Winterville for children is *Highlights for Children*.

OTHER:

I will present to the Winterville Advisory Board each quarter a report that includes any large expenditures from the region on behalf of the Winterville Library. I would like to present this to

Winterville City Council also since they seem to think they are not getting their money's worth for their taxes. For example: we had computer problems for three weeks here; Kathryn (Kat) Gregory tried four modems and the fifth brand new one worked. The cost of the modem alone was \$815.00. This doesn't include the time to come out here to install, converse with the telephone companies about line problems, etc.

Bogart Library has their Dedication Sunday, July 20, at 2:30pm 200 S. Burson Ave. in Bogart. Please come!

NEW BUSINESS:

After we have gotten down the road with this project and we can see what's needed, would the Winterville Board entertain a motion to supplement with their gift funds materials or equipment for the grant to show good faith on the part of the Library Board to City Council?

FROM WINTERVILLE CITY COUNCIL MEETING(July 8, 1997)

Smoke detectors for Library and other city buildings are here and will soon be installed. Minutes from the June 18 called meeting, had many corrections, so Mayor Harris tabled those, asked Barbara to redraft them and the redrafted ones will be approved and voted on at the next Winterville City Council meeting in August. Please be sure that some of us who attended the June 18 meeting are there to make sure they are clear.

John Brantley had several ideas to promote the library: 1. Ask Winterville Elementary School to post the hours of the library on their leader board sign all summer.
2. Winterville Methodist Church has a new phone tree mechanism that can call people on a list and notify them of meetings. Won't it be great when we get the Friends going!

Another thought along the lines of the first of John's ideas: Does W.R. Coile Middle School have the same kind of sign???

Could we do the same thing there? Fowler Drive, and others????

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436	ISSN: 0146-6607	1
437		1
438	FORMERLY: EARLY AMERICAN LIFE ISSN: 0014-7206	1
439	ISSN: 0017-209X	1
440	ISSN: 0018-165X	1
441	ISSN: 0018-6422	1
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LADIES HOME JOURNAL

NATIONAL GEOGRAPHIC MAGAZINE

NEWSWEEK

PEOPLE WEEKLY (PEBL541)

SATURDAY EVENING POST

FREQ CTRY	CODE	PERIOD TO START	PUBLR SELL
M US		1 YR 1 JAN 97	18.00
M US		1 YR 1 JAN 97	21.97
M US		1 YR 1 JAN 97	18.97
M US		1 YR 1 JAN 97	24.95
M US		1 YR 1 JAN 97	16.98
M US		1 YR 1 JAN 97	21.97
M US		1 YR 1 JAN 97	29.64
M US		1 YR 1 JAN 97	19.97
M US		1 YR 1 JAN 97	16.97
M US		1 YR 1 JAN 97	30.00
M US		1 YR 1 JAN 97	41.00
M US		1 YR 1 JAN 97	93.08
M US		1 YR 1 JAN 97	13.97

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ITEM NO.	REFERENCES	QTY
447	ISSN: 0038-4305	1
448	ISSN: 0043-7336	1

FREQ CTRY	PERIOD TO START	PUBLR SELL
M US	1 YR 1 JAN 97	33.95
IR US	1 YR 1 JAN 97	17.00

SUBTOTAL FOR DELIVERY ADDRESS

TOTAL NET VALUE 14,600.23
LESS DISCOUNT 511.01-

* DENOTE 1997 SUBSCRIPTION PRICE.
SUBJECT TO PRICE INCREASES THROUGHOUT THE YEAR

FISCAL YEAR CIRCULATION FIGURES

Athens Circulation

	FY1992	FY1993	FY1994	FY1995	FY1996	FY1997
July	39,260	51,915	56,590	53,181	55,027	55,778
August	27,978**	47,351	48,062	48,884	55,534	51,049
September	28,942	46,090	43,845	45,618	44,718	48,448
October	32,667	45,425	47,384	49,398	49,379	53,421
November	31,406	46,617	44,553	45,098	47,318	51,259
December	27,164	37,856	35,311	37,965	38,469	41,807
January	35,954	49,903	45,367	49,255	52,431	56,711
February	34,655	47,289	44,244	48,337	49,638	54,296
March	39,504	49,726	45,988	48,899	53,645	
April	9,222*	42,597	43,031	42,981	45,460	
May	44,644	41,783	44,778	44,352	44,171	
June	55,342	54,152	55,494	56,362	52,527	
	406,738	560,704	554,647	570,330	588,317	

*Closed 4 weeks

**Closed 1 week to barcode

Winterville Branch Circulation

	FY1992	FY1993	FY1994	FY1995	FY1996	FY1997
July	1,142	1,162	934	1,036	618	802
August	684	864	735	568	623	609
September	522	578	588	421	440	501
October	697	589	442	491	586	386
November	460	489	529	450	585	440
December	445	542	323	261	275	296
January	526	559	336	560	543	475
February	482	599	448	473	702	426
March	540	674	512	486	638	
April	469	520	341	436	577	
May	387	565	404	491	351	
June	963	1,217	43	655	791	
	7,317	7,358	5,635	6,328	6,729	

1996

1997

Bookmobile Circulation in Clarke County

	FY1992	FY1993	FY1994	FY1995	FY1996	FY1997
July	2,773	3,382	2,457	698	2,532	2,307
August	1,540	2,508	2,083	2,244	1,774	2,148
September	2,820	2,626	2,974	2,150	2,199	3,024
October	1,924	2,267	2,132	2,104	1,700	2,360
November	1,840	1,945	1,980	1,964	2,024	2,490
December	825	1,560	1,041	1,211	802	2,166
January	5,702	1,782	2,207	2,015	2,737	
February	3,142	1,977	2,144	2,295	2,376	
March	4,095	2,057****	1,984	2,431	3,024	
April	532***	2,392	1,991	1,140	2,560	
May	2,278	2,131	1,447	2,133	2,218	
June	3,458	2,333	2,045	3,182	2,569	
	30,929	26,960	24,485	23,567	26,515	

***Closed 4 weeks
March

****Bookmobile out of service 17 days in

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Winterville, Georgia**

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The Secretary, acting in the Chairman's absence, called the meeting to order. Minutes of the previous meeting were distributed to all members and approved without change. A welcome was extended to Nicole Wentworth, the new Library Assistant.

Mr. Staines addressed the board regarding the \$10,000 DFCS funding which was received by the City and deposited into an account earmarked for the Library. He explained that funds can only be accessed to the extent of \$4.00 per child visiting the Library, and that it was the responsibility of the Library to keep proper documentation of Library useage and expenditures related to the earmarked funds. According to Ms. Carter, there is some confusion between Athens Regional and the City as to the total amount of salaries to be paid from DFCS funds. Mr. Staines, without resolving the confusion, recommended that the special funds be used for as many Library expenses as permissible before the City's budget is accessed for additional expenses. He confirmed the start date for the DFCS programs to be September 1, 1997, and wanted to insure that ACC was not tapping the DFCS fund for items previously paid by other budgets. Mr. Staines excused himself from the rest of the meeting.

Report from Branch Consultant, Ms. Carter:

Ms. Carter recognized Celeste Sumner, an intern volunteering at the Winterville Branch, for her outstanding contributions to the Library, and the board agreed that a note of thanks be sent to her.

The board was asked what software was desired for the 486 computer, and following discussion, we agreed that a recommendation be made by Main as to what software is most appropriate for a Branch initially installing computers for patrons. The board agreed to act once the recommendations are received.

Report from Athens-Clarke Board Liaison, Ms. Lockamy:

No report.

Old Business:

Book storage remains an outstanding issue. Tabled for discussion at the January meeting.

School posters are done, and Nicole and Celeste have been working to have posters, flyers, and maps distributed around the community. Nicole sent Library flyers with maps to the Oglethorpe Echo, the Athens Banner Herald, Flagpole Magazine, and WUGA, the area's public radio station. In addition, she asked for newsletter publication at the following area schools: Winterville Elementary, Coile Middle, Gaines School Elementary, Fowler Drive Elementary, Fourth Street Elementary, and Hilsman Middle.

Long term planning was tabled until the January meeting as we did not have a copy of the Athens/Clarke Goals and Objectives.

Billy Bowman obtained a discarded pull-down screen from the public school system and delivered it for the Library's use.

New Business:

Winterville's City Council has been made aware that Board member terms of Denise Lockamy and Don Bower expire December 31. In addition, a representative from the Winterville Board is to be chosen by City Council to serve on the ACC Library Board.

Discussion was held regarding the frequency of board meetings, but no motion was made to change from the current quarterly schedule.

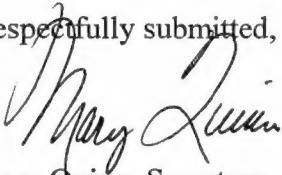
Laura is preparing sample survey questions for a Y2K compliance survey to be conducted as part of a state grant application. She also agreed to obtain criteria applicable to the ACC liaison position for those interested in serving.

Frances is requesting a fire extinguisher from City Council. In addition, she requested clarification regarding cash received by the Library and was advised that fines be paid over to Main; Marigold book sale proceeds are for petty cash use at the Branch; and she will contact Gwen Lott about the petty cash on hand prior to Frances' being hired to replace Gwen as Librarian.

The next Board meeting is scheduled for January 12, 1998.

There being no further business, the meeting was adjourned

Respectfully submitted,



Mary Quinn, Secretary

Attachments:
Agenda

WINTERVILLE LIBRARY BOARD MEETING.
AGENDA

October 13, 1997

Call to order

Minutes of July 14, 1997 Meeting

✓ Welcome to Nicole Wentworth -

✓ Report from Laura Carter

✓ Report from Athens - Clarke Board Liason -

Unfinished business

✓ Book Storage

✓ School posters

✓ Long term planning -

New business

✓ Upcoming board positions -

✓ Frequency of board meetings.